



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

May 6, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**BOARD OF SUPERVISORS EXECUTIVE OFFICE:  
HALL OF ADMINISTRATION ROOM 383 RENOVATION  
CAPITAL PROJECT NO. 87019  
(FIRST DISTRICT) (3 VOTES)**

**SUBJECT**

Approval of these recommendations will allow the Board of Supervisors Executive Office to create a Customer Service Center in Room 383. The intent of the Customer Service Center is to provide workstations that will allow the public to search for records relative to the Board of Supervisors and the County electronically, as well as consolidate various services provided to the public into one centralized area.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the project to renovate Room 383 in the Kenneth Hahn Hall of Administration is categorically exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and the project record.
2. Approve Capital Project (C.P.) No. 87019 and total project budget of \$554,000, including \$4,000 for the Civic Art Fee, for the Board of Supervisors Executive Office – Hall of Administration Room 383 Renovation Project.

3. Approve the appropriation adjustment transferring \$550,000 from the Board of Supervisors Executive Office's Fiscal Year 2007-08 Operating Budget to the Capital Projects/Refurbishments Budget to fund construction and equipment for the Hall of Administration Customer Service Center Renovation Project, C.P. No. 87019.
4. Authorize the Chief Executive Office and Internal Services Department to proceed and deliver the proposed project as described herein.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow for the renovation and reconfiguration of office space located in Room 383 on the Third Floor of the Hall of Administration to accommodate the Board of Supervisors Executive Office Customer Service Center.

The Customer Service Center will facilitate the public's access to information by providing public workstations to conduct record searches related to Board actions, access internet sites and download electronic information relative to the County Board of Supervisors and other County departments and programs. In addition, it will provide a one-stop service center where the public can ask questions and get answers to a variety of County information.

The renovation includes the reconfiguration of the existing lobby and adjacent office area, including modular furniture, electrical, and telephone and data wiring to accommodate the one-stop customer service center and needs of additional staff. The project will also include improvements to the heating, ventilation and air conditioning system (HVAC), new paint and flooring.

The Customer Service Center was designed with the assistance of an architect from the Chief Executive Office and the renovation activities will be managed by the Executive Office (Department) Building Management Division and the Internal Services Department (ISD). ISD Alterations and Improvements Division will provide demolition and construction services and will include the purchase and installation of necessary electrical and information technology systems, modular furniture systems, flooring, painting and other appurtenant site improvements. The proposed renovation project is anticipated to be completed in September 2008. The project schedule is included in Attachment B.

### **Green Building/Sustainable Design**

In support of the County's Green Building/Sustainable Design Policy, the project will incorporate the use of energy efficient fixtures and recycled materials to the extent feasible. In addition, the existing carpet in the lobby will be replaced, stored and re-used for as-needed repairs in other areas of the Executive Office.

### **Implementation of Strategic Plan Goals**

Approval of this project is consistent with the County Strategic Plan Goals of Service Excellence (Goal No. 1) and Organizational Effectiveness (Goal No. 3). As indicated above, it will provide members of the public with greater access to information and significantly improve the level of service provided. In addition, it will consolidate a variety of functions and services that are currently provided to the public by multiple divisions in the Executive Office into one centralized division.

### **FISCAL IMPACT/FINANCING**

The estimated total project cost is \$554,000, which includes construction, rewiring of electricity and voice/data systems, modular furniture, moving costs, Civic Art Fee and ten percent of the base construction costs or \$50,000 in contingency/change order allowance.

The attached appropriation adjustment will transfer \$550,000 in one-time net County cost savings in the Department's Services and Supplies budget to the Fiscal Year 2007-08 Capital Projects/Refurbishments Budget, under C.P. No. 87019. In addition, this project is subject to the County's Civic Art Policy, which requires the transfer of one percent of base construction costs, or \$4,000 to the Civic Art Fund. The recommendation to transfer the Civic Art Fee will be included in separate Board letter later this fiscal year. Upon your Board's approval, the attached appropriation adjustment will provide sufficient appropriation to fund the Hall of Administration Customer Service Center Renovation Project. A project budget summary is included in Attachment B.

### **Operating Budget Impact**

Upon completion of construction, the Department estimates one-time expenditures of approximately \$75,500 to purchase the public kiosks and a fax machine; the kiosks are funded by the Chief Information Office's Information Technology Fund, and the fax machine will be purchased using the Department's Fiscal Year 2008-09 Operating Budget. In addition, estimated annual ongoing costs of \$10,000 for a photocopier lease will be incurred by the Department beginning in Fiscal Year 2008-09. The Department

does not anticipate any significant increase in ongoing staffing costs, as existing staff and resources will be used to operate and maintain the Customer Service Center. Sufficient appropriation is available for the one-time costs in the Chief Information Office, Information Technology Fund and the Department's Fiscal Year 2008-09 Operating Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

According to the County's Civic Art Policy guidelines, a contribution to the Civic Art Fund of one percent of the project's base construction costs or \$4,000 is required. The amount of the Civic Art Fee is included in the Project Budget Summary (Attachment B). We will return to your Board to recommend transferring the fee to the Civic Art Fund in a separate Board letter later this fiscal year.

### **ENVIRONMENTAL DOCUMENTATION**

In accordance with Section 15301, (a) of the State of California Environmental Quality Act (CEQA) Guidelines and Class 1, Subsection (d) of the County Environmental Guidelines adopted by your Board on November 17, 1987, the proposed renovation project is categorically exempt insofar as it consists of minor alterations and reconfiguration of an existing facility involving no or negligible expansion of an existing use, including installation of interior partitions, modular furniture, wiring and electrical conveyances.

### **CONTRACTING PROCESS**

Not applicable.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

To the extent possible, ISD will complete demolition and construction after normal work hours to minimize the impact on services provided to the public. However, for limited periods during certain phases of the construction, access through the main entrance of Room 383 may be restricted for safety reasons. In the periods that this occurs, alternative access will be made available to ensure public access to services of the Department is maintained. In addition, all construction work having an impact on access to Room 383 will be coordinated around the Board meetings to ensure complete access by members of the public and other County representatives.

The Honorable Board of Supervisors  
May 6, 2008  
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**CONCLUSION**

Upon approval of the recommendations, please return one adopted, stamped copy of the Board letter to the Chief Executive Office, Capital Projects Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a stylized flourish at the end.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SAH:DL  
JSE:DJT:RB:zu

Attachments

c:     Executive Office, Board of Supervisors  
       Internal Services Department

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT NO.  
BOARD OF SUPERVISORS

DEPT'S.

April 8, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO  
ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR

ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

**FY 2007-08**

**3-VOTES**

**SOURCES**

Board of Supervisors

A01 - BS - 10010 - 2000

Services & Supplies - **\$550,000**

**Decrease Appropriation**

**USES**

CP - Executive Office Lobby

Renovation-Customer Service Center

A01 - CP - 6014 - 65060 - 87019

Fixed Assets - Building and Improvements - **\$550,000**

**Increase Appropriation**

**JUSTIFICATION**

To transfer appropriation from the Board of Supervisors to Capital Projects to fund Executive Office Lobby Renovation (Customer Service Center).

CHIEF EXECUTIVE OFFICER'S REPORT

**ADOPTED**  
Chief, Fiscal Services  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

**# 27**

**MAY 06 2008**

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

4-23 20

*John S. Edmiston*  
CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER BY

*Karen Shikuma*

APPROVED (AS REVISED):

20

NO. **203**

*April 9 20 08*

BOARD OF SUPERVISOR:

BY

DEPUTY COUNTY CLERK

## **ATTACHMENT B**

**BOARD OF SUPERVISORS EXECUTIVE OFFICE:  
HALL OF ADMINISTRATION ROOM 383 RENOVATION  
CAPITAL PROJECT NO. 87019  
(FIRST DISTRICT) (3 VOTES)**

### **I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	Feb. 2008
Project Feasibility	Feb. 2008
Project Program Validation	March 2008
Design	March 2008
Construction Contract Award	N/A
Construction Field Acceptance Final Acceptance	Sept. 30, 2008 Oct. 30, 2008

### **II. PROJECT BUDGET SUMMARY**

<b>Budget Category</b>	<b>Proposed Total Project Budget</b>
Land Acquisition	N/A
Construction (a) Construction (b) Change Orders	\$425,000 \$50,000
Equipment	\$75,000
Plans and Specifications	\$0
Civic Art Program Fee	\$4,000
Consultant Services	\$0
Miscellaneous Expenditures	\$0
Jurisdictional Review and Plan Check	\$0
County Services	\$0
<b>TOTAL</b>	<b>\$554,000</b>